



JOB DESCRIPTION

Position Title: **Page**

Working Area: **Library Services**

Class Code: 1407

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Clerical and general library work.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Shelves books and other library materials. Reviews shelves and stacks to ensure books are in the correct order. Clears tables of books, magazines and other materials.

Performs duties that require extensive lifting, bending, stretching, climbing, squatting, kneeling and standing each day.

Dusts stacks of books and tables. Prepares newspapers and magazines for display. Assists with general maintenance of library materials.

Retrieves books, periodicals, and microfilm for the public and staff. Instructs the public on the use of microfilm readers and reader printers.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge of filing alphabetically and numerically. Some knowledge of office practices and procedures.

Ability to adhere to the prescribed office routines and practices. Ability to follow oral and written instructions. Ability to learn assigned tasks readily and apply knowledge of Business English, spelling, and arithmetic in completing work assignments with accuracy. Ability to push loaded bookcart weighing over two Hundred (200) pounds. Ability to lift boxes weighing up to fifty (50) pounds. Ability to lift items one (1) to ten (10) feet above the floor.

Must have completed the tenth grade and meet the County's minimum age requirement for working in a non-hazardous position.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally a public service area. Most duties are performed while standing and bending. This position has regular exposure to radiant and electrical energy found in an office environment.